



Palliser Regional Schools

Palliser Centre

#101, 3305 - 18 Avenue North, Lethbridge, AB T1H 5S1

Phone: 403-328-4111 Toll-free: 877-667-1234

Fax: 403-380-6890 www.pallisersd.ab.ca

Covid 19 and the Workplace

The world as we know it is changing daily, thanks to Covid-19. Here are some guidelines that you can use to help keep you and others safe as we try and go about our daily work routines in Palliser Regional Schools.

- First and foremost, if you are sick or feeling unwell stay at home
- Wash your hands, frequently!!!! When you enter a building, wash your hands. After you use the restroom, wash your hands. Before you eat something, wash your hands. After you eat something, wash your hands. Before you leave a building, wash your hands. Washing your hands frequently with soap and water is your best defence for any bugs. If you don't have access to water, then use hand sanitizer but remember the more you use it the drier your hands will become. This can lead to cracking, which allows germs to more easily enter your body
- Try not to touch your face or rub your eyes
- Practice social distancing. Keep 2 meters or 6 feet between you and others while at work.

The custodial staff in our schools have done an outstanding job of disinfecting all of the high-touch points in our schools and they continue to do so. For those just returning from spring break, your schools have been closed long enough to ensure that any bugs have long since expired. Following the above guidelines will help keep you safe while at work.

For those staff who have been approved by their supervisor to work remotely, here are a few more suggestions to help make your work environment safe and comfortable.

- Office furniture and equipment as ergonomically correct as possible
- Chair sturdy, with your back supported (use a pillow for lumbar support if needed)
- Desk and chair at the appropriate height (forearms as close to parallel with the floor as possible when keying)
- Monitor 20-24 inches from your eyes, with the top of the screen slightly below eye level
- Computer screen free from noticeable glare (watch how the light and sun hits the screen)
- Have a work area that is reasonably quiet and free from distractions (as best as you can, for those who have kids at home)
- Make sure power cords don't create a tripping hazard
- Remember to take regular, mini-breaks for your mind and body
- Take care of yourself (deep breaths; stretch or meditate; try to eat healthy and well-balanced meals; exercise regularly; and get plenty of sleep)
- Keep in touch with your supervisor and team (by calling, texting, emails or Google chat)

*Together we will ensure learning success for all students
to develop their unique potential as caring citizens in a changing world.*

This can be a stressful time, so please reach out to family, friends and co-workers if you are feeling overwhelmed.

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